

**VETERANS SERVICES FOUNDATION
DEPARTMENT OF VETERANS SERVICES
MINUTES
THURSDAY, NOVEMBER 20, 2003
Merrill Lynch Building – Richmond, VA**

ATTENDING:

Lydia Dudley, Margaret Eure, Leroy Gross, John Hanson, Frederic Leigh, Raymond Smoot, Dr. Sheryl Bailey

CALL TO ORDER:

Commissioner Jon Mangis officially called the meeting to order.

APPROVAL OF MINUTES:

Commissioner Mangis moved that the minutes of the October 16, 2003 meeting be approved. The motion passed.

ELECTION OF OFFICERS:

Member John Hanson addressed the members regarding the officers that were needed for election. He requested a list of members and contact information.

Dr. Sheryl Bailey referred to page eighteen of the Legislative By-laws, noting that the Foundation must have a Chairman and Vice Chairman; no Secretary is required.

John Hanson nominated Lydia Dudley for the position of Vice Chairman. There being no other nominations, Mr. Hanson moved that Lydia Dudley be elected as Vice Chairman of the Veterans Service Foundation. The motion was unanimously approved.

Mr. Smoot nominated John Hanson for the position of Chairman. There being no other nominations, Dr. Smoot moved that John Hanson be elected as Chairman of the Veterans Service Foundation. The motion was unanimously approved.

DISCUSSION OF GOAL AND OBJECTIVES:

Dr. Sheryl Bailey reviewed the history of the three entities, stating that they each had their own fund raising and handling of funds. She stated that the cemetery was provided backing by private monies and the Care Center raised donations from the various Veterans Services Organizations and civic groups. Members of the Foundation requested fundraising planning needs in order to review them.

Discussion revolved around how to raise money, i.e., donations, letters to corporations and organizations, noting that all future funds raised would be handled by the Foundation.

Vice Chairman Dudley requested accounting files, financial reports for capital spending and dream sheets are made available to the members. Additionally, she asked that input from the Joint Leadership Council and the Board of Veterans Services be obtained for the Foundation to review. Dr. Bailey suggested establishing a joint meeting of the three groups to discuss the approach each group and their ideas for fund raising. It was also recommended that a “talking discussion” be held to make clear to all members how they should address the media and groups regarding fund raising.

Dr. Bailey announced that the Annual Report is due to the Governor by December 1st outlining goals and objectives. It was noted that Assistant Attorney Don Ferguson would be consulted regarding the laws for handling of funds and the appropriate method of obtaining funds. Dr. Bailey recommended that the by-laws and the Freedom of Information Act be placed on the Agenda for the next meeting of the Foundation.

Information requested by members, i.e., a list of members, bio's, dream sheets, email templates for by-laws, previous fund raising information for each entity and all financial information requested will be sent, as well as contacting the Division of Motor Vehicles for accounting records regarding fees for distinctive license plates.

Mr. Smoot asked if the Foundation members were covered under Directors and Officers Liability Insurance.

Commissioner Mangis remarked that General Gardner has requested that meetings be scheduled three or four months in advance in order to enable him to set up his calendar for 2004. Ms. Claybrook will poll members as to their availability on specific dates. She will also send information regarding reimbursement procedures.

ADJOURNMENT:

The meeting was adjourned.